



City of Hialeah *Building Department*

Owner Information Package

(For All Owner-Builder Permits)

This package contains important information for the property owner regarding the recent building permit application. It is important that the property owner read and understand the included information to avoid paying twice for their improvements and to protect themselves against unlicensed contractors.

If this package was given to a person other than the property owner then that person is entrusted with the responsibility of delivering this package to the property owner immediately.

This package contains:

- City of Hialeah **Disclosure Statement**
- Information about **Unlicensed Contractors**
- Two copies of the **Notice of Commencement**
- Permit Closure Notice**

Actions Required by the Property Owner

1. Completely fill out both copies of the **Notice of Commencement** and send in immediately for recording to the address listed on the form. Must include payment.

⚡ IMPORTANT ⚡

Must have both recorded copies back from the County Clerk before requesting the first inspection. One copy must be posted in a conspicuous place on the property being improved and another copy given to the inspector at the first inspection.

THE INSPECTOR CANNOT APPROVE THE INSPECTION WITHOUT THE RECORDED NOTICE OF COMMENCEMENT.

2. Read and understand the **Unlicensed Contractor** information. It is for the property owner's protection.
3. Read, understand, and sign the City of Hialeah **Disclosure Statement** concerning plan processors and the **Permit Closure Notice**.

For questions or further information regarding the content of this package please contact the Building Department at 305-883-5825.